

Custodial, Labor and Trades Branch  
Unskilled and Semi-skilled Labor Group  
Automotive Service Series

**AUTOMOTIVE SERVICE WORKER II**

07/03 (AIS)

**General Purpose**

Under general supervision, on an assigned shift, supervise and perform varied servicing of automotive highway equipment.

**Typical Duties**

Direct and service mechanical equipment including, cars, trucks, buses, automotive and highway equipment with gasoline, diesel fuel or alternative fuel and lubricants. Involves: Check proper level of oil in crankcase and add oil when needed. Service batteries, tires, hydraulic and cooling systems. Clean windshields and windows. Add necessary amounts of lubricants to transmission, differential and other gear boxes. Replace air and oil filters. Wash vehicles. Drive vehicles to servicing and storage areas. Perform road service work, as required. Record amounts of materials used and take inventory of automotive supplies, and requisition supplies as necessary. Maintain records and time worked on equipment. Comply with and enforce safety regulations.

Supervise assigned subordinate personnel in automotive servicing activities. Involves: Schedule, assign, guide and check work. Appraise employee performance. Engage in or arrange for employee training and development. Enforce personnel regulations, department policies, and work rules regarding attendance and standards of conduct.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operation, if delegated. Provide designated support for projects or activities as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

**Knowledge, Abilities and Skills**

- Good knowledge of basic practices, lubricants, parts, and equipment used in servicing automotive equipment.
  - Some knowledge of basic mechanical operation of gasoline, diesel and alternative fuel powered equipment.
- Ability to follow oral and written instructions.
- Ability to keep simple records.
- Ability to maintain good working relationships with fellow employees.
- Ability to firmly and impartially supervise, evaluate and train subordinate personnel.
- Skill in safe operation and care of motor vehicle and highway equipment.
- Skill in safe operation and care of trade tools and equipment.

**Other Job Characteristics**

- Frequent lifting and carrying of moderate weight objects (up to 50 pounds).
- Frequent climbing, standing, walking, kneeling, stooping and bending.
- Occasional test driving within repair yard or through City traffic.

**Minimum Qualifications**

Education and Experience: Equivalent to completion of the eighth grade plus two (2) years of automotive service work experience.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or Class "B" Commercial Driver's License or equivalent from another state. Some positions may require certification of competency as a Technician of Alternative fuels issued by the LP gas division of the Texas Railroad Commission within one (1) year of appointment.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty

and follow-up testing.

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Human Resources Director

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Department Head

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Department Head

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OFFICIAL